



THE ASSOCIATE DEPUTY SECRETARY OF THE INTERIOR
WASHINGTON

SEP 21 2007

MEMORANDUM

To: Bureau Directors and Office Heads

From: James E. Cason
Associate Deputy Secretary

Subject: Departmental Incident Support Team (IST) Recruitment

During crisis situations, the Department of the Interior activates its Incident Support Team (IST) to augment and expand the capability of the DOI Watch Office to collect information and provide decision support for senior leadership. This process assists the Department in fulfilling its obligation to provide essential services to the American public during incidents of national significance and other emergencies. The Office of Law Enforcement, Security and Emergency Management is now launching its annual recruitment campaign for the IST.

One of the lessons learned from Exercise PINNACLE-07 was that the IST did not have sufficient staffing or overarching knowledge of the Department to assign tasks, process information, and adequately brief leadership on current events. As a result, the size of the team has been expanded and I am requesting that all bureaus and offices support this initiative by providing wide distribution of the IST recruitment. Bureaus with significant experience and capability in incident command, including NPS, FWS, BLM and BIA, are requested to provide a minimum of 4-6 applicants for IST positions. Other bureaus are asked to recruit a minimum of two (2) applicants for the IST positions. Participation of staff from Departmental offices is highly encouraged.

Those selected as members of the IST will serve for a period of three (3) years. In addition to operational deployment, membership includes a commitment to attend training (approximately 2 weeks/year), exercises (approximately 2 weeks/year), and team meetings/teleconferences (approximately 2 hours/month).

I appreciate your cooperation in strengthening the IST and your commitment to ensuring that the Department is well prepared to coordinate activities during emergencies. Additional information including *Emergency Management Policy Guidance Bulletin 2007-2* and application forms are attached to aid applicant recruitment. For further information, please contact Laurence I. Broun, Departmental Emergency Coordinator, (202) 208-3721.

Attachment